**TEA PROJECT KEY STEPS AND DOCUMENTATION**

Wisconsin Department of Transportation

4/2023

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| **TEA Project** (Sponsor/Business) | **RESPONSIBLE PARTY** | **COMPLETED DATE** (m/d/yy) |
| **TEA Project Inquiry** | | |
| 1. TEA Program Coordination and Conference Call / Meeting | WisDOT TEA Program Manager |  |
| Design Engineering Firm: | Consultant for sponsor | |
| Environmental Firm: | Consultant for sponsor | |
| **TEA Project Application Submittal Package** | | |
| 1. TEA Application Cover Page | Sponsor |  |
| 1. **Resolution Authorizing Submittal of TEA Application** | Sponsor |  |
| 1. **TEA Application Form** – [DT1283](http://wisconsindot.gov/Documents/formdocs/dt1283.doc) | Sponsor |  |
| 1. **Attachment A** – Letters of Support |  |  |
| 1. Letter from Community | Sponsor |  |
| 1. Letter from Business | Business |  |
| 1. **Attachment B** – Cost Estimate of Transportation Improvement |  |  |
| 1. Estimated Eligible and Non-Eligible TEA Project Costs | Sponsor |  |
| 1. Cost Estimate of Transportation Improvement | Sponsor |  |
| 1. **Attachment C** – Design Plans |  |  |
| 1. Typical Cross-Section | Consultant for sponsor |  |
| 1. 30% Design Plans (in compliance with ADA) | Consultant for sponsor |  |
| 1. **Attachment D** – Archaeology and History Review |  |  |
| 1. Arch and Historical Report – State Historical Preservation Office (SHPO) Screening and Cover Page |  |  |
| 1. Arch and Historical Worksheet 44.40 |  |  |
| 1. Tribal Notification | WisDOT TEA Program Manager |  |
| 1. **Attachment E** – Financials (provide documentation listed in question 22 of the application) | Business |  |
| 1. **Attachment F** – Job Guarantee Agreement – [DT1286](http://wisconsindot.gov/Documents/formdocs/dt1286.docx) | WisDOT with Sponsor |  |
| **TEA Project Application Review and Award** | | |
| 1. Evaluation/Recommendation Report | WisDOT TEA Program Manager |  |
| 1. Secretary’s Letter of Approval | WisDOT TEA Program Manager |  |
| 1. Award Notification Email to Sponsor and Business | WisDOT TEA Program Manager |  |

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| **Environmental Clearance (can be submitted with TEA Application or after grant award)** | | |
| 1. Project Description Cover Page | Consultant for sponsor |  |
| 1. Map, Site Plan, or Schematic of Proposed Business Expansion | Consultant for sponsor |  |
| 1. Track Plan and Profile Review *(if rail project)* | WisDOT Rails and Harbors |  |
| 1. Preliminary Environmental Comments | Consultant for sponsor |  |
| 1. Wisconsin Department of Natural Resources (WDNR) Letter and Endangered Resources Prelim. Assessment | Consultant for sponsor |  |
| 1. Endangered Species Documentation | Consultant for sponsor |  |
| 1. US Army Corps of Engineers (USACE) Wetland Delineation Report (*if necessary*) | Consultant for sponsor |  |
| 1. Phase 1 Hazardous Materials Assessment Report | Consultant for sponsor |  |
| 1. Permits needed (USACE, WDNR, WisDOT) | Consultant for sponsor |  |
| 1. Environmental Certificate | Consultant for sponsor |  |
| **Real Estate Acquisition** | | |
| 1. Right-of-Way (R/W) Certificate and Documents   (acquisition and relocation per state law) | Consultant for sponsor |  |
| 1. Design Study Report (DSR) – 60% + Design Plans | P.E. consultant for sponsor |  |
| 1. Traffic Management Plan | Consultant for sponsor |  |
| 1. Local Utility Certification, Railroad Certification, MPO Coordination | P.E. consultant for sponsor |  |
| **TEA Project Documentation** | | |
| 1. State-Municipal Agreement (road)/TEA Rail Agreement (rail) | WisDOT Region (Road) or Rails and Harbors Section (Rail) |  |
| 1. Facility Use Agreement (TEA Rail Only) | WisDOT Rails and Harbors |  |
| 1. Industry Track Agreement | WisDOT Rails and Harbors |  |
| **Project Design Delivery/Final Design** | | |
| 1. PS&E Submittal – Final Design Plans | Consultant for sponsor or Sponsor |  |
| 1. Construction Bid Package Preparation – Advertisement | Consultant for sponsor or Sponsor |  |
| 1. Request to Advertise | Sponsor to WisDOT Region |  |
| 1. Open-Competitive Bid Submission Period | Sponsor |  |
| 1. Bid Opening | Sponsor |  |
| 1. Request to Advertise | Sponsor to WisDOT Region |  |
| 1. Open-Competitive Bid Submission Period | Sponsor |  |
| 1. Bid Opening | Sponsor |  |
| 1. Prequalification Meeting of all Bidders/Contractors | Sponsor |  |
| 1. Contractor Selection with Cross-Reference to Debarred Contractor Listing | Sponsor |  |
| 1. Labor Compliance – EEO & Payment of Prevailing State Wages through DWD | Sponsor |  |

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| **Contract Letting** | | |
| 1. LLC Development | Sponsor |  |
| 1. Request to Award with Affidavit of Publication | Sponsor |  |
| 1. Bid Certificate with Bid Summary/Tab Document | Consultant for sponsor |  |
| 1. State Authorization to Incur Costs – [DT1632](file://dotforms/n2public/Bms/Forms/dt1632.doc) Form | WisDOT Region |  |
| 1. Pre-Construction Meeting | Sponsor |  |
| **Project Completion and Close-Out** | | |
| 1. As-Built Plans Submitted | Consultant for sponsor or  Sponsor |  |
| 1. Punch List Items are Completed | Consultant for sponsor with  WisDOT Region |  |
| 1. Project Construction Oversight/Management | Sponsor |  |
| 1. Final Project Site Visit | WisDOT Region |  |
| 1. Project Completion Certificate | Consultant for sponsor |  |
| **Reimbursement Process** | | |
| 1. Reimbursement Request – [DT1713](file://dotforms/n2public/Bms/Forms/dt1713.doc) Form   (include copies of canceled checks, invoices, etc.) | Sponsor to WisDOT Region |  |
| 1. Notification Sent to TEA Program Manager | WisDOT Region |  |
| **Accountability – Job Compliance Reporting** | | |
| 1. Annual Job Report Submittal with [DWD UCT 101-E Form](https://dwd.wisconsin.gov/dwd/forms/ui/pdf/uct_101_e_2014_after.pdf) | Business to WisDOT |  |
| 1. Congratulatory Email/Correspondence Sent to Sponsor and Business | WisDOT TEA Program Manager |  |
| 1. Certificate of Accomplishment Sent to Business | WisDOT TEA Program Manager |  |